

TRANSPORTATION CABINET CONFERENCE CENTER

RENTAL INFORMATION & LEASE AGREEMENT – STATE AGENCIES

MONDAY-FRIDAY (8:30 a.m. – 4:00 p.m.)

The Transportation Cabinet Conference Center is managed by the Department of Administrative Services. In order to preserve the integrity of the Center, rules for its use must be observed. Please read this document carefully. Signing this lease agreement means you agree to abide by these rules. If you have any questions, please contact the Department of Administrative Services, Event Coordinator, at 502-564-7740. Strict enforcement of these rules will help preserve the Conference Center.

ROOM SEATING LIMITATIONS

*** Room reservations can be made no more than 90 days in advance.**

Auditorium (C405)	250	Video Conference (C422)	24
Hearing Room (C421)	24	Cabinet Room (C406)	18 + 12
Training Room (C417)	50	Training Room (C418)	48
Computer Lab (C412)	18	Computer Lab (C413)	16
Small Conference Rooms (4)	5 seats	Medium Conference Room (C410)	14
Large Conference Room (C409 A & B)	28/can be divided	Large Conference Room (C407 A & B)	36/can be divided

EQUIPMENT AVAILABILITY AND RENTAL COST (per booking date)

* A booking date constitutes any part of the day

Laptop Projector	TV/DVD/VCR Combo	Overhead/Slide Projector	Speakerphone	VCR	Podium w/microphone
\$75.00	\$25.00	\$25.00	\$25.00	\$15.00	\$15.00
Room Catering set-up and clean-up is available for a fee of \$25.00.					

Equipment is available on a “first-come, first serve” basis. Please request at least one week in advance. Conference phones are for local calls only. Long distance calls must be made via calling card or by using a toll free number.

FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING

The TCOB Conference Center is available for meetings from 8:30 a.m. to 4:00 p.m. weekdays, excluding holidays. State Government agencies must pay charges using MARS Internal Vouchers II or, if applicable, via cashier’s check, money order, or government agency-issued check made payable to the Kentucky State Treasurer. KYTC will prepare the internal voucher and forward to the Lessee. Payment for equipment usage must be made prior to the meeting date. If payment is not made through MARS, checks should be forwarded to: Kentucky Transportation Cabinet Conference Center, 200 Mero Street, Room C401B, Frankfort, KY 40622. Please consult the Conference Center Coordinator regarding any other payment arrangements.

- The Conference Center reserves the right to decide whether a prospective user's event is appropriate to be held in its facility.
- The cost of any damage to the Conference Center or its property/equipment incurred during its use will be billed to the agency.
- **It is required that twenty-four hour notice of cancellation be provided in writing or the user will forfeit all pre-paid charges.**
- Under no circumstances will users be allowed on the premises after hours without prior arrangement with the Department of Administrative Services. **Only staff members of the Kentucky Transportation Cabinet, Department of Administrative Services, may provide access to the building or grounds after hours.**
- Please follow all safety and emergency instructions provided by the on-site Conference Center staff member(s).
- Public restrooms are located in the corridor of the Conference Center.
- **Parking is available in the east parking garage marked "visitor parking" or in the lot across the street or on the street.** Guests should not park in spaces marked "Reserved." Handicap Accessible parking is available.
- If the premises shall become untenable because of fire, lock-outs, failure of power, natural disaster, riots, insurrection, war or other reasons of a like nature not the fault of either party, or other unavoidable casualty, this agreement shall terminate. If such termination occurs before user's possession begins, the Conference Center will refund to the user any deposit paid. In the event such termination occurs during the term of this agreement, the user will pay to the Conference Center a pro rata portion of the charges to that time. The Conference Center will refund any part of the charges, which exceed such amount. In the event of such termination, the user hereby waives any claim for damages or compensation, which might arise out of such termination.

SMOKING

- **The Kentucky Transportation Cabinet is a smoke-free building. No tobacco products are permitted in building.** Smoking is permitted on the exterior porch across from the Auditorium.

ELECTRICAL SERVICE

- **Electrical service on the property is limited.** Please check with Conference Center staff prior to the event to insure that accommodations can be provided.

EQUIPMENT & TELEPHONE AVAILABILITY

- Easels, flip-chart stands and dry erase markers are available for use by meeting participants at no additional charge. **No copy machine is available for use by meeting participants.**
- Meeting participants may use the telephone at the reception desk in the Conference Center for **toll free and local business calls only**. There is a pay phone in the main lobby near the restrooms. Conference Center staff will take phone messages for meeting participants and post them outside the appropriate meeting room. **Meetings will be interrupted for emergencies only.**

FOOD AND BEVERAGE

- ALL caterers will be required to have on file with the Department of Administrative Services current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses issued by the City of Frankfort. Caterers must also provide proof of insurance listing the Kentucky Transportation Cabinet as an additional insured. No Exceptions. These documents must be presented **PRIOR** to the event-taking place at the facility. **No cooking of food is allowed on the premises.**
- **Subject to the Department of Parks' standing right of first refusal** to provide catering services for Conference Center events, renter may select a caterer of its choice, but only upon prior approval by the Department of Administrative Services.
- **With prior approval from the Conference Center Coordinator, food may be served in the Conference Center Prep Room and meeting rooms only;** however, the Conference Center may reserve the right to make limitations. **No food or drink is permitted in the Auditorium.** All Conference Center furniture used for food service must be covered by table linens provided by the user and removed upon the conclusion of the event. The user should take necessary measures to prevent heat or water damage to tabletops.
- **No alcoholic beverages are permitted on Transportation Cabinet Building property.**
- Unless the Department of Parks performs catering, users will be responsible for cleaning all surfaces and disposing of trash (utilized in all food service and preparation areas) before user leaves the facility.
- A surcharge of up to \$100 may be required for each area of carpet soiled by food. The decision to impose this charge rests solely with the staff of the Kentucky Transportation Cabinet Conference Center. **Please make caterers aware of these rules.**

DECORATIONS AND RENTED EQUIPMENT

- Posters/displays/decorations – Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener or adhesive. Please use flipchart stands (provided upon request) or dry erase boards located in the room. Please consult Conference Center staff for safe alternatives.
- All decorations, floral arrangements, items rented from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.
- ALL rental equipment (tables, chairs, linens, etc.), unless catered by the Department of Parks, must be set up and taken down by the renter (or agents contracted by the renter.) On-site staff will assist with the placement of rental equipment, but cannot load, unload, or set up rental equipment. Rental items should be delivered no sooner than **one day prior** to the scheduled event, unless the Conference Staff grants prior written approval. **Rental items shall be removed/picked up no later than the next business day.**
- **Absolutely NO glitter or confetti may be used inside or outside the Conference Center.** This includes the use of decorative confetti and loose potpourri on tables. Please consult with Conference Center staff regarding any questionable items, including candles.

Please make arrangements to meet with a Conference Center staff member regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements, which may conflict with our guidelines.

Please make caterers and any other staff for your event or meeting aware of the guidelines for KYTC Conference Center. You may wish to copy this document and give it to anyone who will be working with your event or meeting to ensure they understand our guidelines. Since the Lessee is ultimately responsible for the actions of these agents, good communication is key to having a worry-free event.

INDEMNIFICATION

The applicant agrees to indemnify, defend and save harmless the Commonwealth of Kentucky and any Cabinet thereunder, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney's fees or other litigation expenses which may be asserted or made against or incurred by the Commonwealth of Kentucky or any Cabinet thereunder, its employees or agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility. Applicant's obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above. I certify that I am an authorized representative of the state agency applying for permission to use the facilities and authorized to enter into this agreement.

Name of person responsible: _____

Office or Agency Code _____

Address: _____

Phone Number: _____ Fax: _____

E-mail: _____

Date Requested: _____ Hours Requested: _____

Number of People Expected to Attend: _____

Account Number: _____

Signed: _____

Date: _____

Please sign and return a copy of this agreement to the **Transportation Cabinet, Department of Administrative Services, Conference Center C401B, 200 Mero Street, Frankfort, KY 40622**. If you have any questions, please write or call Jerita Colston, Event Coordinator, at 502-564-7740.

“Room Information Request Form”

“Host” or “Contact” for reservation (include Cabinet, Dept. & phone #):

Requested date of event:

Time needed and duration:

Number of attendees:

Event set-up preference: (i.e. classroom, conference, U-shape style seating)
(Circle one or write out specifics at bottom of page in notes section)

Equipment needs: YES or NO
(TV/DVD/ VCR/LCD projector/overhead projector/flipchart/microphone/podium):
(Circle one or write out specifics at bottom of page in notes section)

Catering services (specify am/pm): Yes or No
(Catering services provided by Parks, menu sent upon request)

Will you need Internet and/or KYTC Domain access? YES or NO
(Request for connection requires no less than 48 hours notice)

- *Any special needs for software or program use will need approval through Conference Center Coordinator in advance.*

Title of event for message board:

Please type in notes for special request and/or ADA needs:

- Most rooms are equipped with projector screen, and dry erase wall with markers. Chairs may be added if room set-up will accommodate with prior request. Chairs are not to be removed from other meeting rooms without notification to conference center staff. Thank you.
- Please clean dry erase wall upon completion of meeting.

Revised 7/8/05